

**COUNTY OF SAN DIEGO  
DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES  
MINOR GRADING PERMIT PROCEDURE.**

The following is the procedure for minor grading permits which conform to Grading Ordinance Section 87.206 (a) & (c). Grading plans must be completed by a California Registered Civil Engineer.

- I. **PLAN SUBMITTAL.** Applicant shall submit to the Department of Planning and Development Services (PDS), Land Development Division:
  - A. Application for grading permit
  - B. Two grading plan sets.
  - C. Minor Format Stormwater Management Plan (SWMP).
  - D. Engineer of work to complete "Pre-screen plan checklist".
  
- II. **PLAN REVIEW.** Land Development Counter Services staff will route plans to the PDS Land Development geographic team plan check engineer as a combined pre-screen/1<sup>st</sup> plan review. If the plan check engineer determines that the grading does not meet Grading Ordinance Section 87.206 requirements, the pre-screen will be completed as a standard grading plan submittal and returned as incomplete to the Engineer of Work. If the plan check engineer determines the plans are in conformance with Grading Ordinance Section 87.206, plans will be reviewed and processed as 1<sup>st</sup> plan review. The first review will consist of the following
  - A. PDS plan check staff will review grading plan and minor grading plan checklist completed by Engineer of work.
  - B. Plan check engineer will determine if Environmental review is required. If further environmental analysis is required ("CEQA Review Required" or "MSCP" or "MSCP PAMA" can be found in the geographic area table) one plan set is to be routed to either PDS staff for further environmental analysis]. NOTE: Applicant must provide a separate \$50 check payable to San Diego County Recorder for CEQA exemption filing fee.
  - C. After first review, a meeting will be held between plan checker and engineer of work. Minor grading plan checklist is scanned and placed in L-grade file. Plans and checklist are returned to the Engineer of work.
  - D. The Applicant or their Engineer of Work will be responsible for obtaining Department of Environmental (DEH) approval. Plans must be submitted directly to DEH for review. Two final grading plan sets must be stamped and signed by DEH staff
  - E. If grading will construct a driveway connection to a public road, sight distance certification will be required.

III. **PERMIT ISSUANCE** After plans are deemed adequate the following steps are to be taken:

- A. Submit two (bond) plan sets, -with engineer's signature and seal, appropriate DEH stamp and signature, PDS Environmental approval and any required environmental notes, are submitted for final review by PDS plan check engineer.
- B. Plan check engineer will sign both plan sets and return sets and project file to Land Development Counter Services.
- C. Engineer or applicant to make appointment with Land Development Counter Services for permit issuance.
- D. At issuance provide one original stamped/wet signed bond set along with two bond copies of the approved grading plans (copies routed to Cartographic services.)
- E. Pay inspection deposit per approved engineer's estimate.

IV. **PERMIT CLOSURE:** No "Record Plan" process or print package is required.

- A. Notify Department of Public Works Private Development Construction Inspection (PDCI) staff that grading operation is ready for final inspection (Grading Ordinance Section 87.426).
- B. Provide Final Reports: Pad Certification, Compaction reports and any other reports/certifications requested by PDCI.